

EFFECTIVE

October 1, 2016.

Subject(s)

1. Parking.
2. Email management.

1)Parking**Administrative Policy Organization (APO)-214, Parking for South Grand Building**

The Bureau of Organizational Services monitors the parking spot vacancies for both Cass and South Grand lots for below the 17 level for any future vacant parking assignments. State employee seniority hours determine parking assignments.

2) APO 401**Administrative Policy Organization (APO) - 401, Email Management Policy**

The following links were corrected:

- [General schedules](#), which cover records common to a particular type of government function, such as financial records.
- [Agency-specific schedules](#), which cover records unique to a particular government agency, and not covered by a general schedule. The retention periods listed on these documents are absolute minimums and maximums.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APO 214](#)

[APO 401](#)